

PRE-RFP DOCUMENTATION TRANSMITTAL FORM

Applicability: This document is to be used by the Consultant Selection Committee in transmitting required documents to LA DOTD Aviation Section as part of the Louisiana Airport Consultant Selection Process. This completed form, along with the documents listed below, must be transmitted to LA DOTD Aviation Section for review and comment prior to the Selection Committee proceeding to advertise for a Request for Proposals from interested firms.

TO: _____ (Designated DOTD Contact)

FROM: _____ (Designated Selection Committee Contact)

RE: Documentation Transmittal for Consultant Selection Process

Enclosed for your file are the following items concerning our Consultant Selection Process associated with the Request for Qualifications first advertised in the Baton Rouge The Advocate and _____.

___ Completed Statement of Qualifications Rating Sheets

___ Completed Consultant Qualifications Ranking Sheet

___ Short List of Qualified Firms (at least three)

___ Notification Letters to Unsuccessful Firms

___ Request for Proposals

Please contact me at _____ if you have any questions concerning these enclosures.

Enclosures